

**Annual Report
Residential Programs**

Universal Items

1. Submit policies on admitting, treating, and referring methadone maintained clients.
2. Submit policies and procedures that describe opportunities for consumer feedback, input, and procedures for incorporating this information in service provision. Also include one or more examples of issues that have been reviewed in your specific program because of consumer feedback. Attach blank copies of consumer feedback forms used by your program (e.g., consumer satisfaction surveys). (See page 36 BSAS Terms and Conditions).
3. Re-submit an updated Affirmative Marketing Plan that reflects your programs present business relationships with any Minority and Women's Business Enterprises (M/WBE) or certified business with the State Office of Minority and Business Assistance (SOMWBA)

Specific Items

1. Please attach weekly schedule of daily activities for residents of your Residential Recovery Program.
2. Please submit descriptions of types of groups and group topics offered for residents of your Program.
3. Please submit your programs client fee policy, procedure, and income work sheets utilized in FY 04.